

Announcement No: DFP-03

Opening Date: **October 22 2003** Closing Date: **December 3, 2003***

***For First Round Oral Assessment Invitations**

**ANNOUNCEMENT OF THE DIPLOMACY FELLOWS PROGRAM (DFP) FOR THE
POSITION OF ENTRY-LEVEL FOREIGN SERVICE OFFICER.**

APPLY ONLINE AT USAJOBS (www.usajobs.opm.gov) and CLICK on JOBS IN DEMAND

The U.S. Department of State is pleased to announce the Diplomacy Fellows Program (DFP) for the competitive selection of entry-level (Junior Officer) Foreign Service Officer candidates. Successful DFP candidates will be invited to an oral assessment, normally conducted in Washington, DC.

This program is open only to participants in certain fellowship and scholarship programs and to State Department and AID Presidential Management Interns. (see "areas of consideration").

BASIC INFORMATION:

- Foreign Service Officers serve as diplomats at about 280 United States Embassies and Consulates overseas.
- They are expected to be available for worldwide assignment, and also serve part of their careers in Washington, DC.
- Applicants for this DFP may also apply for other FSO candidate selection programs for which they may be eligible, including the Foreign Service Written Examination.
- Although all Foreign Service Officers are considered "generalists", applicants must indicate the specific career track for which they are applying: Management, Consular, Political, Economic, or Public Diplomacy.
- Candidates may apply to only one career track of their choice, based on experience, interests, and qualifications.
- Regardless of career track, all Junior Officers will serve at least one year as consular officers.

AREA OF CONSIDERATION:

To apply for the Foreign Service through the DFP, an applicant must have completed all requirements of one of the fellowship/scholarship programs listed below after January 1, 1998. Graduate fellows must be scheduled to fulfill their program obligations before December 31, 2003.

- American Association for the Advancement of Science (AAAS) Diplomacy Fellows
- Boren (National Security Education Program) Fellows (Boren undergraduate scholars are not included)
- Fulbright Fellows
- Institute for International Public Policy Fellows (IIPP)
- Pickering Fellows (Pickering Fellows, having completed their graduate degrees, will already have begun their obligatory, three to four and one-half year Foreign Service Officer candidates appointments. Such Pickering Fellows are eligible for the DFP, although they will not have completed their obligatory appointment periods.)

- Presidential Management Interns (PMI), who have fulfilled their program obligations before December 31, 2003 through service at the Department of State, or the Agency for International Development.
- Truman Scholars (with a graduate degree completed between January 1, 1998 and December 31, 2003)
- Jack Kent Cooke Graduate Scholars

You will be required to furnish evidence of your Fellowship/Scholarship award and its fulfillment date as part of the application process (see instructions).

QUALIFICATIONS:

To apply for the Foreign Service, an applicant must be:

- a U.S. citizen,
- at least 20 years old, and not more than 59 years of age, at the time of application (appointment to the Foreign Service may only take place after the candidate's 21st birthday and before the candidate's 60th), and
- available for worldwide assignment including Washington, DC.
- No applicant will be considered who has previously been separated from the Foreign Service under sections 607, 608, 610, or 611 of the Foreign Service Act as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section 306 of the Foreign Service Act of 1980 as amended, or who resigned or retired in lieu thereof.
- There are no minimum educational requirements to become a Foreign Service Officer. However, the questionnaire and other parts of the application process will evaluate whether your knowledge, skills, and abilities are relevant to the Foreign Service and to your chosen career track.

SELECTION PROCEDURE:

Properly completed applications received by the deadline will be evaluated and rank-ordered for invitation to the oral assessment. Applicant information is subject to verification. Candidates' background, experience, and skills will also be verified prior to invitation to the oral assessment.

Those who pass the oral assessment must qualify for security and worldwide medical clearances, and pass a final suitability review, before being placed on the rank order register. Employment offers will be extended based on career track hiring needs.

SALARY AND BENEFITS:

Entry-level grades and salaries range from FS-06 to FS-04, \$32,811-\$66,519. Successful candidates will be assigned entry-level grades within this range based on their experience, education, and prior pay rates.

Foreign Service Officers receive comprehensive federal benefits. These include group U.S. Government life and health insurance, a pension plan, and eligibility to participate in a tax-deferred earnings retirement savings account (Thrift

Savings Plan). There are also financial incentives for service abroad, including eligibility to receive additional pay and allowances at posts such as those with high costs of living or hardship, unhealthful or dangerous conditions. Overseas, employees receive housing or a housing allowance, home leave, and at certain posts an R&R allowance as well as an education allowance for their children.

LOCALITY PAY:

Normally, individuals who accept an offer to work for the Federal Government in Washington are eligible to receive Locality Pay, whether they are hired locally or move to Washington to accept the position. However, government regulations provide that Washington D.C. is NOT an "assignment" or "post" for purposes of locality pay when attending training or while in Washington for a short period of time.

MEDICAL CLEARANCE:

Foreign Service employees must be able to serve at a wide variety of overseas posts, many of which are remote, unhealthy, or have limited medical support. Therefore, each candidate must meet fitness standards that are often more rigorous than those of other professions. For detailed medical clearance information, please visit our website www.careers.state.gov at the how to become a Foreign Service Officer section.

Medical disqualification renders a candidate ineligible for Foreign Service selection. While full medical clearance for overseas duty is an essential qualification for prospective Foreign Service employees, the Department of State no longer considers the medical condition of eligible family members for pre-employment purposes. However, the Department still requires medical clearances for family members before they can travel overseas to accompany an employee on assignment at U.S. Government expense. Family members who, for medical reasons, are unable to accompany an employee on an overseas assignment are eligible for a separate maintenance allowance.

WORLDWIDE AVAILABILITY:

Worldwide availability is an essential qualification for appointment to the Foreign Service. Regardless of who administers the exam, the Department's Office of Medical Services determines whether or not a candidate is available for assignment to all Department of State posts worldwide.

CANDIDATES WITH DISABILITIES:

The Department of State provides reasonable accommodation to Foreign Service candidates with disabilities throughout the pre-employment process. In order to be considered qualified, a candidate must meet all requirements for a medical clearance from the office of Medical Services or receive a waiver from the Employment Review Committee.

SECURITY CLEARANCE:

Because applicants are applying for a national security position, a comprehensive background investigation will be conducted to develop information to show whether they are reliable, trustworthy, of good conduct and character, and loyal to the United States. Candidates who are found unsuitable for the Foreign Service, who cannot be granted a security clearance, are ineligible for appointment. CANDIDATES WHO HAVE PREVIOUSLY UNDERGONE A DEPARTMENT OF STATE OR OTHER U.S.G. AGENCY BACKGROUND INVESTIGATION, RESULTING IN A TOP SECRET CLEARANCE, MAY HAVE ALREADY MET THE REQUIREMENTS FOR A SECURITY CLEARANCE.

FINAL REVIEW PANEL:

As soon as the security and medical clearances are completed, the Board of Examiners will convene a Final Review Panel. The Final Review Panel assesses all of the information related to the application to determine suitability for appointment to the Foreign Service. All Foreign Service employees must receive a valid medical, security and suitability clearance as a final condition of employment with the Department of State.

FIRST ASSIGNMENT:

After initial orientation and training at the National Foreign Affairs Training Center (NFATC) near Washington, new Junior Officers (JOs) will be assigned to an entry-level position overseas. JOs receive functional training to prepare for their assignments and, if necessary, up to 36 weeks of foreign language training. The first assignment is for two years. At all stages of their career, officers "bid" for their assignments from lists of positions coming open, taking into consideration their interests and skills, career development requirements, family circumstances, and individual preferences. The Department assesses these factors, as well as the needs of the Service, in making assignments.

TENURE:

Officers are considered for tenure after 36 months, and have up to five years to become tenured. Officers must meet a foreign language requirement in order to become tenured. Once tenured, officers can expect to spend a majority of their career overseas.

TRAINING/CAREER DEVELOPMENT:

Frequent training is one of the benefits of the Foreign Service. Most officers will become proficient in one or more foreign languages and will receive a variety of professional development courses available at regular intervals throughout their career.

THE CAREER OF A FOREIGN SERVICE OFFICER:

The State Department is responsible for formulating, implementing, and coordinating U.S. foreign policy, assisting U.S. citizens overseas, and managing the resources that support U.S. foreign policy.

A Foreign Service Officer, has more than a job. He/she will have a way of life most of it spent overseas that requires uncommon commitment and features

occasional hardships. It also offers you unique rewards and opportunities. Officers need to be able to function both independently, and as part of the Embassy team. They must be able to withstand the stress of frequent relocation, and be sensitive to new cultures. As an official representative of the U.S. Government in a foreign setting, every Foreign Service Officer must be prepared to publicly support U.S. policy, regardless of private reservations.

MANAGEMENT OFFICERS:

Management Officers are the Resource Managers for the Foreign Service. They manage property, financial, and human resources that keep U.S. Diplomatic and Consular Missions functioning overseas. Management Officers often have greater and broader contacts with host country officials earlier in their careers than do officers working in other sections of the embassy. Supervising the host country national employees in an embassy, they have an excellent opportunity to either use the language skills they bring to the service, or to develop new foreign language skills. Your responsibilities will include, but are not limited to, financial analysis and budget development; leasing, buying, and construction of facilities; supervision, maintenance, and upgrading of buildings and fleets of vehicles; procurement and contracting for goods and services; management of both local and American personnel programs and coordination of high-level official visits.

The Management career generally begins as a General Services Officer, a Financial Management Officer, a Systems Manager, or a Human Resources Officer. These early assignments will teach the inner workings of an embassy, as well as provide a greater understanding of how all elements work together to accomplish U.S. foreign policy objectives. As an officer advances in the Service, he/she will assume increasing responsibility for managing the financial, human, and other resources that support the complex infrastructure of the State Department, both in Washington and abroad.

CONSULAR OFFICERS:

Traditionally, Consular Officers monitored the overseas commercial and shipping interests of the United States. Gradually, this role evolved into looking after the interests of American citizens, screening foreign applicants for entry visas, and monitoring migration issues.

Visa work is one of the most important aspects of U.S. bilateral relations with many countries. As a Consular Officer, your determining the eligibility for entry into the U.S. profoundly affects the interests of applicants. Consular Officers also have responsibility for assisting U.S. citizens traveling or living abroad, who may be arrested, injured, or robbed. In bus accidents, plane crashes, or earthquakes, a Consular Officer is often the principal official coordinating the U.S. response to the needs of U.S. citizens and protection of their welfare and property. Consular Officers are also the link between the citizens and their concerned families in the United States.

Consular Officers, in addition to mastering a complex set of laws and regulations, will also need to develop the interpersonal and investigative skills necessary to combat fraud. They must learn and manage new technologies, and must write clearly and persuasively on a wide variety of issues. Consular Officers maintain official contacts not only with the Foreign Ministry, but also with the Immigration, Judicial, Customs, and Health and Human Services ministries. They nurture important contacts within other local secular and

religious institutions as well as with expatriate, immigrant, or refugee groups. Consular work involves an unusual blend of pressure and responsibility. While the daily workload can be formidable, with large numbers of applications and inquiries to process, they have, even at junior levels, significant management responsibility over fiscal and personnel resources. Consular work combines the skills of lawyer, judge, social worker, reporter, and investigator in addressing the vast range of human interactions and problems requiring a consular response.

POLITICAL OFFICERS:

The responsibility of a Political Officer at an American embassy is to follow political events within the host country and to report them. In order to carry out these duties, it is vital to know the people and customs of the host country, to travel widely within that country, and to speak the local language. Political Officer reports must relate accurately and often under considerable time pressure, not only what happened but why events unfolded as they did and what the implications are for U.S. interests. A Political Officer must know influential individuals in politics, government, academia, journalism, the legal profession, business, and labor. He/she must be able to distill accurate information from the many opinions available. A Political Officer is often required to negotiate issues or to convey official statements or requests for information from the U.S. Government to the host government. The proper handling of a message is among the most important duties of a Political Officer, as it must be presented accurately and completely and the response reported precisely to avoid a potential international misunderstanding.

PUBLIC DIPLOMACY:

Officers who serve in the Public Diplomacy Career Track are charged with building bridges of communication between the United States and the host country in support of U.S. national interests. They carry out both cultural and information programs to explain to foreign audiences the complexities of U.S. society and culture and the current Administration's foreign policy agenda. The overall management of the public diplomacy program at the embassy is in the hands of the Public Affairs Officer (PAO). The Information Officer (IO) is charged with explaining and defending the content of U.S. foreign policy by representing a fuller picture of the values, beliefs, and principles held by Americans which influence not only domestic political life, but foreign policy decisions as well.

The work of the Public Diplomacy Officer is varied and demanding. It involves a high degree of outside contact work across a wide spectrum of endeavors, dealing with the independent media, Ministry of Information, universities, cultural and arts institutions, libraries, think tanks, and non-government organizations. A good Public Diplomacy Officer must be resourceful, politically sensitive, and flexible, with the ability to understand a culture quickly and to deal easily with a variety of people. Strong interpersonal skills are vitally important for success in the Public Diplomacy career track.

ECONOMIC OFFICERS:

Economic Officers in the Foreign Service work on matters such as money and banking, trade and investment, commerce, communication and transportation, economic development, and government finance. They deal with environmental, scientific, and technology issues such as ocean fisheries, cooperation in space, acid rain, global warming, population, and bio-diversity. An Economic Officer,

works to advance U.S. national interests in the above areas, and intervenes with foreign governments and entities when circumstances warrant. At times officers will be given precise instructions on an intervention; at other times they will be expected to use their ingenuity. You are expected to be knowledgeable in all aspects of economics and economic systems, in important policy issues, and in local commercial practices and opportunities. Economic Officers abroad are both information gatherers and analysts, informing Washington of important developments and their implications. In Washington, Economic Officers work with regional bureaus of the State Department, with other agencies, and with organizations such as the World Bank, the International Monetary Fund, and the U.S. Chamber of Commerce. At home and abroad, Economic Officers need to develop extensive ranges of contacts to be effective in their work, and they need to learn the delicate art of separating fact from fiction and the important from the trivial. To do these things effectively, they need good interpersonal skills and common sense, in addition to formal economics training.

HOW TO APPLY:

Apply online at

USAJOBS (www.usajobs.opm.gov) and click on JOBS IN DEMAND.

or

www.careers.state.gov

**The Department will close the initial application period on
December 3, 2003**

**In order to be considered for an invitation to an Oral Assessment
in early 2004, online applications must be submitted by 7:00 PM,
December 3, 2003, Eastern Standard Time**

**For questions regarding the online application please call OPM at
(202) 606-2525.**

- In the event that you are unable to apply
Online, you may request a paper application from
U.S. Office of Personnel Management (202) 606-2525.

**PLEASE NOTE: TO AVOID U.S. POSTAL DELAYS, CANDIDATES ARE URGED TO CONSIDER THE
ONLINE PROCESS. IF YOU MUST USE A PAPER APPLICATION, TO ENSURE TIMELY ARRIVAL,
YOU SHOULD SEND THE APPLICATION VIA COMMERCIAL DELIVERY SERVICE SUCH AS FEDEX,
UPS, DHL ETC...**

**Paper applications must be received by Close of Business
December 3, 2003**

ADDRESS FOR SUBMITTING PAPER APPLICATION MATERIALS:

U.S. Office of Personnel Management
Center for Talent Services/ATAS
Room 6500
Attn: State Department Diplomat Fellows Program
1900 E St. NW, Room 6500
Washington DC 200415

(phone number for Fedex shipping label requirement only (202) 606 0280)

In accordance with 39 u.s.c. section 415, applications will not be accepted if mailed in a postage-paid agency envelope

ALL PARTS OF THE APPLICATION ARE SUBJECT TO VERIFICATION. DELIBERATE ATTEMPTS TO FALSIFY INFORMATION MAY BE GROUNDS FOR NOT EMPLOYING YOU OR FOR DISMISSING YOU AFTER YOU BEGIN WORK. THE DEPARTMENT OF STATE IS COMMITTED TO EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT FOR ALL WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, DISABLING CONDITION, POLITICAL AFFILIATION, MARITAL STATUS, OR PRIOR STATUTORY, CONSTITUTIONALLY PROTECTED ACTIVITY. THE DEPARTMENT PROVIDES REASONABLE ACCOMMODATION TO APPLICANTS WITH DISABILITIES. APPLICANTS REQUIRING REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION OR HIRING PROCESS SHOULD SO ADVISE THE DEPARTMENT. ALL DECISIONS FOR GRANTING REASONABLE ACCOMMODATION ARE MADE ON A CASE-BY-CASE BASIS.